



APPLICATION FOR RECORDS RETENTION SCHEDULE

10 Frances Kennedy
OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources EPD - Municipal Solid Waste Program Planning and Resource Conservation Unit 3420 Norman Berry Drive, 7th Floor Hapeville, Georgia 30354	Application Number 80-215-A	Date Received JUL 2 1980
Application Number		Date Completed JUL 17 1980	Telephone Number (404) 656-7404
2. Person to Contact Frances Arnolia Kennedy		Working Title Environmental Specialist	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>80-215</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1973	Latest Present	5. Records Series Title (followed by title used in office, if different) (Planning and TA) Solid Waste Management Plan Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Department of Natural Resources Environmental Protection Division Land Protection Branch Municipal Solid Waste Control Program Planning and Resource Conservation Unit The Planning and Resource Conservation Unit is responsible for insuring that all solid waste management planning, training, technical support, grants and resource recovery procedures, in the State, are performed according to Act No. 1486, as amended through 1973 and the Resource Recovery and Conservation Act of 1976.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: required Local Solid Waste Planning under the Solid Waste Management Act of 1972, as amended by House Bill 811, relating to the preparing of Local Solid Waste Plans for all jurisdictions in Georgia; required Regional Planning under Resource Conservation and Recovery Act of 1976 Included are: local plans and Regional plans for solid waste management; letters and memos relating procedures to be followed or addressing questions on procedures to be used during the writing of Plans under the Solid Waste Management Act of 1972 and Resource Conservation and Recovery Act of 1976; summary reports and progress reports on regional planning. File is arranged: alphabetically by Area Planning and Development Commissions then by County; thereunder chronologically by date received or written.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? seldom used; reference expected to increase during review of regional plans.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>not presently accumulating</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? created under the Solid Waste Management Act of 1972
X		d. Does this series have historical or long term research value? only solid waste management plans available
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Area Planning and Development Commissions
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	0	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Local Plans:

Cut off files upon receipt of approved Regional Plan; then retire to State Archives.

Regional Plans:

Cut off files upon receipt of updated Regional Plans; hold in the current files area one year or until updated Regional Plan is approved which ever comes first; then retire to State Archives

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James W. Dunbar</i>	5/20/80	<i>Pat Dunbar</i>	6-27-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	7-16-80
State Auditor/Designee			
Secretary of State/Designee			
Attorney General/Designee			
		<i>MT</i>	7-14-80
			7-16-80



APPLICATION FOR RECORDS-RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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FOR AGENCY USE

Application Date

Application Number

1. Agency Address

Department of Natural Resources
EPD - Municipal Solid Waste Program
Planning and Resource Conservation Unit
3420 Whipple Street, 7th Floor
Hapeville, Georgia 30354

FOR RECORDS MANAGEMENT USE

Application Number

80-215

Date Received

NOV 30 1979

Date Completed

JAN 31 1980

2. Person to Contact

Frances Arnolia Kennedy

Working Title

Environmental Specialist

Telephone Number

(404) 656-7404

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

1973

Present

5. Records Series Title (followed by title used in office, if different) (Planning and TA)

Solid Waste Management Plans Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Department of Natural Resources
Environmental Protection Division
Land Protection Branch
Municipal Solid Waste Control Program
Planning and Resource Conservation Unit

The Planning and Resource Conservation Unit is responsible for insuring that all solid waste management planning, training, technical support, grants and resource recovery procedures, in the State, are performed according to Act No. 1486, as amended through 1973 and the Resource Recovery and Conservation Act of 1976.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

required Local Solid Waste Planning under the Solid Waste Management Act of 1972, as amended by House Bill 811, relating to the preparing of Local Solid Waste Plans for all jurisdictions in Georgia.

local plans (sent to APDC's for consolidation into regional plan) and Regional plans for solid waste management.

File is arranged: alphabetically by Area Planning and Development Commissions then by County; thereunder chronologically by date received or written.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? seldom used; reference expected to increase during review of regional plans.

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) not presently accumulating

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record? created under the Solid Waste Management Act of 1972
X		d. Does this series have historical or long term research value? only solid waste management plans available
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Area Planning and Development Commissions
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	2	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

- 1) review for regional planning now under way; final submission date 1980
- 2) criteria for eligibility under State Solid Waste Grant-In-Aid Program

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Cut off files upon receipt of revised Regional Plan and place in inactive file; cut off inactive file at end of each calendar year, hold in inactive file area 1 year; then retire to State Archives.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James W. Dunbar</i>	11/28/79	<i>Pat Harrison</i>	11/28/79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carol Hart</i>	1-29-80
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	1-28-80
			1-30-80